

27 August 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff

SUBJECT : Request for Lease of IBM Magnetic Card Selectric Typewriters

1. It is requested that one IBM Executive Magnetic Card Selectric Typewriter be leased for use in ICRS, Room 1G38, Headquarters Building, and one IBM Magnetic Card Selectric Typewriter II be leased for joint use of DDI/SSG and ADP COMIREX, Room GE0442.

2. ICRS is involved frequently in the drafting and coordination of studies and reports which are referred to COMIREX for approval or which are to be distributed throughout the Intelligence Community for information. These studies are often long and require extensive drafting and redrafting. The typing of tables and charts to accompany such studies is particularly time-consuming. Availability of a Magnetic Card Typewriter in ICRS would make it possible for the ICRS secretarial staff to prepare studies and reports on magnetic cards compatible with equipment in the Office of the Chairman, thus saving complete retying in the latter office. In addition ICRS would be able to absorb some of the COMIREX overflow typing workload. [redacted] of the ICRS staff is already familiar with the MCST executive typewriter so little productive time would be lost in making the transition.

3. The secretaries assigned to the jointly located SSG-ADP/ COMIREX office are required to type numerous documents which receive wide circulation within CIA and the Intelligence Community. A new secretary has been assigned to the CX/ADP element and the requested Selectric II will enable her to share the workload with the present secretaries and equipment assigned in SSG.

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4. [redacted] of my staff will discuss this requirement with you or someone on your staff if you so desire. It is hoped the paperwork can be expedited and that Mr. Shannon of IBM can be alerted so that arrangements can be made for delivery and installation of these machines as soon as possible.

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Chairman, COMIREX